

Agenda  
Audubon Regional Library Board of Commissioners  
Tuesday, October 15, 2019  
Clinton Main Library  
Regular Meeting  
1:00 pm

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of previous meeting minutes- 7/9/2019
5. Business/Financial Report
  - a. Credit Card purchases
  - b. Bank Statement reconciliation
  - c. Budget Adjustments
  - d. Instituting purchase orders
  - e. Finance Committee update
6. Unfinished Business
  - a. Board Reminder- Sexual Harassment Training laptop
  - b. Request for Cleaning Contract approval
  - c. Book Ordering
    - i. McNaughton (\$3500.00 minimum) *approval needed*
7. New Business
  - a. Auditor for 2020
  - b. Approval of New Hires
  - c. Handbook Policies
    - i. Security of payroll and billing
    - ii. Employee Policies
      1. Employee Raises (distribute requested paperwork)
  - d. Bulawayo
  - e. Director's Questions
    - i. Direction/Goals
    - ii. Responsibilities
    - iii. Director- Evaluation procedures and date
8. Library Director Report
9. Public Comment
10. Location and Time of next meeting
11. Adjournment

*All meetings of the Library Board are quorums and are public meetings.*

Approved October 15, 2019